

GUIDELINES FOR E-FILEING THROUGH ODYSSEY FILE AND SERVE

When filing documents with the Clerk of Court's Office through Odyssey File and Serve, please follow the below guidelines for best results:

1. Since cover letters do not get filed in the Court's file as a document, do not include them when filing legal documents with the Court.
2. When filing initiating documents, the Complaint must be the first document filed because the filing fee will be attached to that document (see #3 below for order of documents).
3. When filing multiple documents, be sure to file them separately (i.e. Complaint with attachments - doc. 1; Summons – doc. 2; Affidavit of Service – doc. 3; Affidavit of No Answer – doc. 4).
4. The Complaint with attachments is considered 1 document.
5. Every Affidavit of Service is considered a separate document. Please include the name of the person served in comments.
6. When filing a document, other than the Complaint, that has attachments or exhibits, separate the attachments/exhibits and file them as individual documents.
7. No document filing can exceed 150 pages. If a document is more than 150 pages, separate the document at a logical point close to the 150 page maximum and file each section separately. For the 1st 150 pages, select the appropriate code for the document and add "Volume 1" in the comments. For the remaining pages of the document, separate them into sections of no more than 150 pages and select the same document code as the initial section, adding "Volume 2", "Volume 3", etc. in the comment field.
8. When filing a Proposed Findings, Order and/or Judgment, be sure to use the appropriate code for a proposed document. This is very important so that proposed documents do not get file stamped when received in the Clerk's Office.
9. Statement of Costs and Disbursements must be filed as Proposed Statement of Costs and Disbursements so they are not docketed in Odyssey – once the Clerk signs the SCD, then this document gets filed and docketed into the record.
10. Any document that is sent to the Clerk's Office requesting action from the Clerk's staff, such as a request for certified copies, request for an execution, etc., should not be filed through the e-filing system. Only legal documents can be e-filed – all other documents will have to be sent to the Clerk's Office by other means.
11. When filing a document through Odyssey File and Serve, be sure to key in the exact party name as shown on the document being filed – names on all subsequently filed documents should be the same as the initiating document. The only exception to this rule is commas – do not use commas in the party name when e-filing. Odyssey is sensitive to every character in the name – when doing a name search in Odyssey, the results of the search will be impacted if commas are used, not used, or placed in a different sequence for the same party name.
12. When entering a party name, put in only the primary name – do not include "aka", "fka", "dba", "Assignee of ____" as part of the name. Until Odyssey File and Serve recognizes these name add-ons as separate names, the Clerk's staff will enter them manually. When these add-ons are included, a name search is very difficult because Odyssey will recognize the entire text as all part of one name.
13. Be sure to enter/use the case number accurately on each document filed – the correct format for Odyssey cases is 09(county #)-2010(year filed)-CV(case type)-file number assigned by Odyssey (09-2010-CV-1405).
14. In cases that involve money judgments, please enter in the party addresses – these are not easily located in electronic documents when received in the Clerk's Office.
15. Do not file a cover sheet with the name of the document on it when filing documents through Odyssey File and Serve. In the past, these cover sheets have come on colored paper with the documents in order to make

them more identifiable and easier to locate in a paper file. They are no longer needed in electronic files and take up unnecessary space on the server.

16. Avoid using abbreviations whenever possible. If they are needed, be sure they are understandable to others who are reading them.
17. Documents being filed with the Court must be signed – do not use the /s/ symbol for signature.

Please do not hesitate to call the Clerk of Court's Office (701/451-6925) with any questions regarding e-filing/Odyssey File and Serve – by asking questions we will all learn the most effective way to use e-filing.

7-29-10